



JOB ANNOUNCEMENT EXECUTIVE DIRECTOR

Arizona School Administrators (ASA), a non-profit corporation organized to promote the best interests of education in the state of Arizona, is seeking an energetic, dynamic and experienced leader to serve as Executive Director.

ASA serves as the professional organization for school leaders as well as professors of educational leadership in Arizona.

ASA works to advance the roles of administrative leaders by providing training and support services for its members. Its members serve as a voice in the legislature, in their communities, and other organizations which support and promote public education.

The Executive Director provides organizational direction by promoting leadership development, serving as an advocate for education and carrying out the responsibilities as directed by the Executive Board in accordance with ASA's Constitution, By-laws policies and procedures.

The successful candidate must be an exceptional leader, with strong interpersonal skills and the ability to work collaboratively with school leaders and other educational associations in Arizona, as well as the Department of Education, State Board of Education and the Arizona State Legislature.

Desired Qualities and Qualifications

- Excellent verbal and written communication skills, with ability to listen and respond.
- Experience in building strategic alliances with groups and organizations.
- Technological literacy as it relates to organizational management.
- A strong ethic that recognizes, respects and utilizes the diverse, individual talents of others,
- Interpersonal human relationship skills that inspire confidence, respect and trust.
- Projects a professional image of energy and vitality necessary to positively represent and promote the needs of ASA and its members.
- Ability to maintain confidentiality in all aspects of the position.
- Ability to successfully collaborate with others.
- Knowledge of current Arizona educational and political issues

Education and Experience

- Master's Degree required; Doctorate or equivalent is preferred
- Possesses or qualifies for Arizona Superintendent certificate is preferred.
- Experience in administration of Arizona K-12 educations is preferred.
- Experience as Arizona Superintendent or equivalent is preferred.
- Active current, or previous participation in Arizona School Administrators is preferred.

Salary and Benefits: Negotiable - Comparable to similar positions

A Summary of Roles and Responsibilities will be included in the application materials.

APPLICATION PROCEDURE:

Applications will be accepted through **October 29, 2021**, or until filled.

For an application packet or additional information contact:

Gary Rooker, Search Facilitator:

Phone: 602.942.0569

Email: grooker@msn.com

Initial inquiries will be held in confidence.

Arizona School Administrators

Executive Director

Job Description



The Executive Director is the key management leader of the Arizona School Administrators. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. The Executive Director shall be selected by the Executive Board and shall serve without voting privileges.

Duties and Responsibilities

Organizational Communication:

- Works with the membership and the Board to identify priorities of the organization.
- Provides leadership in developing programs, organizational and financial plans with the Board and staff, and executes such plans and policies authorized by the Board.
- Uses effective communication tools, including technology, to promote active and broad participation by members, districts and volunteers from throughout the state.
- Uses effective communication tools, including technology, to regularly inform ASA members, of essential educational, legal, political and organizational information.
- Regularly informs the Board on issues, on the condition of the organization and on the needs and operation of the Association.
- Provides the Board with opportunities to engage proactively in collaborative work processes.
- Proactively works with Board leadership.

Networking and Professional Development:

- Plans and implements quality professional development for membership.
- Establishes sound working relationships and cooperative arrangements with community groups, coalitions, institutions of higher education, and professional organizations.
- Facilitates participation and networking opportunities for state members at meetings and conventions by structuring activities to encourage interaction and dialog.
- Serves as the American Association of School Administrators (AASA) liaison for ASA. Promotes membership in AASA, National Association of Elementary School Principals (NAESP) and National Association of Secondary School Principals) NASSP and be an active participant in the Association of State Executives.
- Provides members with legal resources and referrals to legal assistance when necessary.

Policy and Advocacy:

- Ensures that the ASA provides statewide leadership regarding Education. Governance, Accessibility, and Equity.
- Directs and facilitates ASA's lobbying efforts.
- Demonstrates a working knowledge of significant developments and trends in education and governance and keep members informed of such.
- Attends State Board of Education meetings and testifies in the best interest of ASA's members.
- Maintains relationships with the Arizona Department of Education and its leadership and personnel.
- Maintains positive working relationships with Arizona's political parties, and elected officials.

Public Relations:

- Publicize the activities of the organization and its members, including its programs and goals.
- Develops ideas for ASA print and technological publications, including the solicitation of advertising.

- Represents the programs and points of view of the organization to agencies, other organizations, coalitions and the general public.
- Promotes quality ASA programs by continuously speaking with administrators throughout the state.
- Celebrates and honors ASA's educational leaders, schools and institutions.

Management and Finance:

- Assures that the organization has a long-range strategy to achieve its mission.
- Ensures that consistent and timely progress is made toward achieving its mission.
- Maintains official records and documents.
- Ensures compliance with federal, state, and local laws and regulations.
- Recruits, employs, evaluates and releases all personnel (paid staff and unpaid volunteers).
- Assures that the organization operates within its budget guidelines.
- Maintains and evaluates ASA investments and insurance policies.
- Develops and maintains sound fiscal practices and processes, including accounts receivable and payable, payroll, conference profit and loss statements and an annual audit.
- Ensures that job descriptions are developed, that regular performance evaluations are held and that sound human resource practices are in place.
- In cooperation with committees and staff, organizes and supports conference activities
- Ensures that adequate funds are available to permit the organization to carry out its work.

Qualities and Qualifications

- Master's Degree Required; Doctorate Preferred
- Extensive experience in the administration of Arizona K-12 education required; superintendent experience preferred.
- Experience in building strategic alliances with groups and organizations.
- Excellent oral and written communication skills, with an ability to listen and respond.
- Technological literacy as it relates to organizational management.
- A strong work ethic that recognizes, respects and utilizes the diverse, individual talents of others.
- Interpersonal human relationship skills that inspire confidence, respect and trust.
- Ability to project a professional image of energy and vitality necessary to positively represent and promote the needs of ASA and its members.
- Ability to maintain confidentiality in all aspects of the position.
- Ability to successfully collaborate with others.